

Meeting of UUFBR Board of Trustees
Thursday, July 25, 2024
Minutes

7:00 Gathering

Chalice Lighting /Opening Words (Lynn Smith), Check-in (Patrick Larson), Vibe-checker (Claire Smith), Time-minder (Carole Stephens)

Present: Copresident Rajeev Arora, copresident Claire Smith, Secretary Judith Keiser, Treasurer Bill Jensen, VP of Facilities Patrick Larson, trustees at large Carole Stephens, Howard Prentice, Rick Troiano, and Lynn Smith.

Guests: Patricia Rogers, Sandy Troiano, Courtney Palmer, Mitch Major, Celia Hirsch, Diane Garland, Kim Kish, and Mary Westheimer

Rajeev as presiding chair called the meeting to order at 7:09, declared a quorum and welcomed guests.

1. Approval of Minutes of June 27, 2024, Board meeting: on motion by Rajeev seconded by Rick and hearing no objections, chair declared minutes approved.
2. Reports:
 - a. Co-presidents' report: Rajeev reported that lots of work is being done at the Saturday meetings, on the minister search, and on setting up the program planning team
 - b. Minister's Report: Rev Kathy asked the remaining 5 trustees to fill out the Google form for the interim ministry appraisal due by the end of July.
 - c. Administrative Reports/Action items:
 - i. Treasurer: Bill provided written report. Summary: usual summer pattern: few (40) attend services, expenses stay same. Operating income in June was \$5k less than budgeted. As of EOY in March we were on target. Expects that in the new year, there will be new activity.
 - ii. Finance Committee-Bill noted that the Finance Committee resigned. Next steps are on the agenda to be determined.
 - iii. VP-Facilities: Patrick sent written report. 2 action items:
 - Need to hire tree trimmers: he recommends Martinez, the company used last year. Estimate \$3395. **Motion** by Rick seconded by Bill to hire A Martinez Lawn Care and Landscaping: hearing no objection, the motion passed.
 - Need to hire architect for closet: 3 companies he approached refused to do architectural drawings. Need to investigate freelancers. Current practice seems to be to use services like Upwork.com (which vets professionals) and pay fee to platform. Rajeev has used Upwork with good results. Has reached out unsuccessfully to Donna Musial for help. **Motion** made by Bill, seconded by Rick, to use a vetting service to hire an architect to get this project moving again. Discussion about need for licensed architect, terms of using platform, agreement to get multiple bids. With no further discussion, the motion passed.

Candle issue: Patrick will delegate task, and will ask Alison for help.
 - iv. Sharex: no report.
 - d. Program Committees and Groups/Action items: no reports

3. Old Business:

- a. Update on Contract Minister Search: Rajeev interviewed 2 applicants for remote part time ministerial position. Person 1 took her name off (partly because of slow response by UUFBR, limited contact and failure to follow up). Person 2 is actively interested. 2 other people have applied. Need to respond to them.
- b. Update on Search Committee Makeup: Rajeev: search committee needs more help. Sandy Troiano, Rick Troiano and Betty Tilton volunteered to help. Need formal motion to add them to committee.

Motion by Lynn, seconded by Rick, to expand the contract minister search committee for this contract minister search from current 4 members to 7. Discussion touched on bylaws compliance issue, treatment by all as interim position as distinguished from settled minister position, question if interim minister can be part-time, role of congregation in settled minister search vs. contract minister who is hired by board, UUA guidance to be flexible and creative, need for adaptive approach to help search team members to do time-consuming interviews. With no further discussion, and 1 abstention, the motion passed.

Motion by Lynn, seconded by Howard, to add Sandy, Rick and Betty to the contract minister search committee team. With 1 opposed and 1 abstention, the motion passed.

Further Discussion: work will be required to correct UUFBR job posting, particularly around finances (though Rev Kathy noted they were current as of January when posted – access to revise is an issue) and challenges we face. Best postings show self-reflection: honesty about finances, problems in congregation, need for help in moving forward. We also need to adjust to idea of remote part time minister.

- c. Finance Committee reformation: Bill noted that a stewardship committee is being formed over the summer, and a new Finance Committee will evolve in the fall from this new committee. Certain people (Nancy Hutter, Jackie Velasquez, Linda Prentice, Courtney Cannon Palmer and Patricia Rogers) are interested.
 - d. Update re: insurance coverage: Rajeev confirmed with our insurance agent the scope and covered activities of our insurance coverage. We have \$1 million coverage, x 3 incidents, up to \$3 million, plus an umbrella policy. For physically risky behaviors including bounce house we need letter to cover activity.
4. After a breath break, we addressed New Business:
- a. Questionnaire – Patricia explained the aims of the survey, and relationship of the survey to the work of Transitions Team and Mission/Vision Team.
Summary: there are open issues in congregation. Why do people come to UUFBR? What activities are they involved in vs. want to get involved in, vs. aren't interested in but think should exist? Mission/vision group considered doing a survey; this survey is intended to answer those questions. We need to get input to inform direction forward, to address Article 2 issue, and create new set of principles and values for UUFBR.
Discussion:
 - Concern about language of survey, online format, length, need for wide response. Desire to avoid losing important content by shortening too much.
 - Ideas discussed: team can follow up with nonresponders, convene small groups as did Transition Team, keep initial survey short and ask if willing to be asked more, focus on short term future (months not years) to help people focus, give choice to do online or email to set up conversation with people who don't like online/surveys.

- Relationship to past Transition Team work: acknowledge changed circumstances since original Transition Team work was done. Current need is to clarify destination before we can chart a course: figure out who we are before we move into action as a congregation.
- Membership changes: life cycle from taking to giving to taking over time, need to balance givers and takers and match needs and resources. Intention to gear questions to willingness as well as ability: who will jump in where?
- Relationship to mission and vision work/purpose: survey is pre-mission and vision. Figure out where we are now, then plan toward mission/vision questions later.

Motion by Rajeev, seconded by Rick, to approve survey as presented to the Board. With 1 abstention, motion passed.

- b. Development of covenant with Minister Emerita Harris Riordan: Rajeev noted that Rev Harris offered to act as provider of rites of passage when Rev Kathy exits until we have another minister. She also offered to come and talk to Board. He asked for Motion to approve current form of covenant between the Board and Rev Harris, which will be presented to Rev Harris for further discussion and signature.

Pre-motion discussion:

- risks (boundaries, confusion for members who don't know scope of her return to congregation, tendency to allow dependency), Rev Harris' professional ability to handle risks,
- ideas (limit extent of reliance by congregation on Rev Harris, create path from us to her, have pastoral care team act as sole liaison),
- next steps (work on pastoral care team, communicate the system to congregation, and create separate protocol document).

Members interested: Diane Garland as part of Pastoral Care team.

Motion by Rick, seconded by Lynn, to approve draft covenant in the form revised by Board as of 9:06 pm. With no objection, motion passed.

- c. Program Planning Team establishment: Courtney Palmer, co-ordinator with Jackie Velasquez, described team's central coordinating function. Summarized draft mission statement: to collect information and coordinate calendars. Described procedures, including Google form to capture info for events and funnel requests to acting groups. Email address, programplanning@uufbr.org, has been set up.
- Discussion: as non chartered team, don't need formal board motion. Question of place in structure between ministry and governance. Request for trustees to review procedures and add it to Policies & Procedures in outline form now, to be revised once in process.

5. **Motion** by Rick, seconded by Claire, to adjourn. Without objection, motion passed at 9:23.

Respectfully Submitted,

Judy Keiser
Secretary